



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
200 STOVALL STREET
ALEXANDRIA, VA 22332-0300



MEMORANDUM FOR SEE DISTRIBUTION

Subject: Clarification -- Funding Procedures for Army Civilian Training, Education and Development System (ACTEDS) Competitive Professional Development Opportunities

Reference memorandum, Assistant G-1 for Civilian Personnel Policy, dated December 17, 2002, Subject: Change in Fiscal Year (FY) 2003 ACTEDS Program Funding Procedures for CPD.

Referenced memorandum outlined the new administrative procedures for CPD, Management Decision Package TACE (.41) that was implemented on January 1, 2003. However, errors persist which continue to delay the processing of training and travel documents. Enclosure 1 provides additional guidance for processing documents.

A list of what ACTEDS will and will not fund is provided at enclosure 2. The list is not all-inclusive, but reflects the training expenses that seem to create the most confusion. Approximately 25 percent of the training documents are returned for corrections due to employees requesting unauthorized training expenses.

It has been DA policy over the years to limit the reimbursement of certain training costs, i.e., "in and around" travel, personal telephone calls, and taking excess baggage on airlines. This was necessary due to the precious few training dollars received each year to train DA civilians registered in career programs. For example, in FY 03 the Functional Chief Representatives (FCR) submitted a \$20 million dollar training requirement for CPD with an approved budget of \$14 million dollars.

In addition, a number of training and travel documents have been received for processing after the employee has started his/her training program. We cannot provide central resource support to employees who do not have written approval from the appropriate FCR, prior to the start of a competitive professional development program.

Local budget representatives must ensure that the fund citation is typed in the applicable block on all supporting documents. Documents without the required information will be returned for corrective action.



Question or concerns regarding CPD training entitlements may be directed to Ms. Jean Patterson, email Jean.Patterson@us.army.mil or Ms. Kimberly Shrader, email Kim.Shrader@us.army.mil.

M.E. Schuler
Chief, Central Programs
Division

Enclosures

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